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Bulletin No. 2

State of Connecticut

Workmen's Compensation Commission



Information for Town Clerks
Concerning the Distribution and Use
of Forms

ISSUED BY
THE BOARD OF COMMISSIONERS
NOVEMBER, 1913

PUBLICATION
APPROVED BY
THE BOARD OF CONTROL

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MERIDEN, CONN.



TO THE TOWN CLERKS.

Section 39, Part B, Chapter 138, Public Acts, 1913:

Custody of Forms. The town clerks of the several towns are hereby authorized and directed to receive from the Commission such blank forms as may be prepared for use under this Act and to distribute the same to persons making proper application for them.

Pursuant to the foregoing the Board of Commissioners is furnishing you with a supply of forms and also a supply of Bulletin No. 1 which is issued for the information of the public.

It appears from the Act that you are to distribute the regular forms only "to persons making proper application for them," but the bulletins, being for the advice and guidance of the general public, may be given out at your discretion to any one making application for them.

It is inevitable that you will frequently be asked for advice as to proper forms to be used, and, while the Act does not impose upon you the duty of giving such advice, you will probably desire to do so to a limited extent, for the accommodation of the citizens of your town. To aid you in rendering this courtesy, and also to enable you to classify and replenish your stock with greater facility, the following catalogue of forms is arranged with certain explanatory notes embodying the tentative opinions of the Board, covering each form. These opinions are subject to revision as specific cases arise and the parties in interest have an opportunity to be heard as to the meaning of the different parts of the Act.

FORMS.

No action by either employer or employee is necessary in order to come under the compensation plan, which is Part B of the Act.

Form No 1.

For Notice of Refusal to Accept Part B by Employer.
Employer to Commissioner.

This notice should be used prior to January 1, 1914, by all employers who do not wish to come under the compensation features of the Act. It should be served *upon the Commissioner of the District* by personal presentation or registered mail. Form No. 3 must also be served on the employee.

Form No. 2.

For Notice of Refusal to Accept Part B by Employee.
Employee to Commissioner.

This form is to be used prior to January 1, 1914, by all employees who do not wish to come under the compensation features of the Act. It should be served *upon the Commissioner of the District* by personal presentation or by registered mail. Form No. 4 must also be served on the employer.

Form No. 3.

For Notice of Refusal to Accept Part B. Employer to
Employee.

This is to be used prior to January 1, 1914, by all employers who do not wish to come under the compensation features of the Act. It should be served by the employer *upon his employees* by personal presentation or registered mail. Form No. 1 must also be served on the Commissioner.

Form No. 4.

For Notice of Refusal to Accept Part B. Employee to
Employer.

This form should be used prior to January 1, 1914, by all employees who do not wish to come under the compensation features of the Act. It should be served by the employee *upon his employer* by personal presentation or by registered mail. Form No. 2 must also be served on the Commissioner.

Form No. 5.

**For Notice of Withdrawal of Acceptance of Part B by
Employer. Employer to Commissioner.**

This form is to be used by any employer who may have accepted the compensation features of the Act but who subsequently may desire to withdraw such acceptance. It should be served *upon the Commissioner of the District* by personal presentation or by registered mail and is not effective until thirty days after the date of such service. Form No. 7 must also be served on the employee.

Form No. 6.

**For Notice of Withdrawal of Acceptance of Part B by
Employee. Employee to Commissioner.**

This form is to be used by any employee who has accepted the compensation features of the Act, but who subsequently may desire to withdraw such acceptance. It should be served *upon the Commissioner of the District* by personal presentation or by registered mail, and is not effective until thirty days after date of such service. Form No. 8 must also be served on the employer.

Form No. 7.

**For Notice of Withdrawal of Acceptance of Part B by
Employer. Employer to Employer.**

This form is to be used by any employer who may have accepted the compensation features of the Act, but who may subsequently desire to withdraw such acceptance. It should be served by the employer *upon his employees* by personal presentation or by registered mail, and is not effective until thirty days after date of such service. Form No. 5 must also be served on the Commissioner.

Form No. 8.

**For Notice of Withdrawal of Acceptance of Part B by
Employee. Employee to Employer.**

This form is to be used by any employee who may have accepted the compensation features of the Act, but who may subsequently desire to withdraw such acceptance. It should be served by the employee *upon his employer* by personal presentation or by registered mail, and is not effective until thirty days after date of such service. Form No. 6 must also be served on the Commissioner.

Form No. 9.

For Notice of Injury. Employee to Employer.

This form is to be used by any injured employee or his legal representative, who may desire to make a claim of compensation against his employer. This form should be served *upon the employer* by personal presentation or by registered mail. No compensation can be awarded unless the person injured is incapacitated for more than two weeks.

Form No. 10.

For Notice to Employer in Case of Death.

This form is to be used by the legal representative or dependent of any deceased employee who wishes to make a claim for compensation. It should be served *upon the employer* by personal presentation or by registered mail.

Form No. 11.

For Agreement in Regard to Compensation between Employer and Employee. Employer to Commissioner.

This form is to be used jointly by the employer and employee in agreeing upon and reporting the terms of settlement in case such settlement is made by private agreement. No such settlement is effective until approved by the Commissioner.

Form No. 12.

For Agreement in Case of Injuries Resulting in Death. Employer to Commissioner.

This form is to be used jointly by the employer and legal representative of the deceased in case of settlement by private agreement; but no such settlement is effective until approved by the Commissioner.

Form No. 13.

For Notice from Employer of Failure to Agree in Regard to Compensation. Employer to Commissioner.

This form is to be used by the employer in reporting to the Commissioner his failure to agree with his employee as to the terms of compensation. It should be served *upon the Commissioner* by personal presentation or by registered mail.

Form No. 14.

or Notice from Employee of Failure to Agree in Regard to Compensation. Employee to Commissioner.

This form should be used by the employee or the legal representative of a deceased employee in reporting to the Commissioner the failure to agree with his employer as to the terms of compensation. It should be served *upon the Commissioner* by personal presentation or by registered mail.

Form No. 15.

Form for Weekly Reports of Accident and Claims. Employer to Commissioner.

Application for replenishment of supply of forms should be made to the Commissioner of the district in which your town is located. The names and addresses of the several Commissioners and the districts over which they respectively hold jurisdiction are as follows:

FIRST DISTRICT (Hartford County). Commissioner, GEORGE B. CHANDLER, 209 Pearl street, Hartford.

SECOND DISTRICT (Tolland, Windham, New London and Middlesex Counties). Commissioner, DR. JAMES J. DONOHUE, 748 Main street, Willimantic.

THIRD DISTRICT (All of New Haven County, except the towns of Southbury, Middlebury, Waterbury, Wolcott, Oxford, Naugatuck, Prospect, Beacon Falls, Seymour, Ansonia and Derby). Commissioner, TALCOTT H. RUSSELL, 42 Church street, New Haven.

FOURTH DISTRICT (Fairfield County). Commissioner, EDWARD T. BUCKINGHAM, 1024 Main street, Bridgeport.

FIFTH DISTRICT (All of Litchfield County and the following towns in New Haven County: Southbury, Middlebury, Waterbury, Wolcott, Oxford, Naugatuck, Prospect, Beacon Falls, Seymour, Ansonia and Derby). Commissioner, FREDERIC M. WILLIAMS, Lilley Building, Waterbury.

Board of Commissioners,

TALCOTT H. RUSSELL, *Chairman*.
EDWARD T. BUCKINGHAM, *Secretary*.
GEORGE B. CHANDLER,
DR. JAMES J. DONOHUE,
FREDERIC M. WILLIAMS,

